

## DELPHI Skills Assessment for AP Accounting Technician

**Check** the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

		Proficiency						
Skills	Does not apply to my job	I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
<b>Basic Navigation</b>								
<b>Invoices</b>								
Enter supplier invoices								
Enter travel orders and vouchers								
Review invoices on hold								
Adjust invoices								
Cancel invoices								
Pay supplier invoices								
<b>Holds</b>								
Place holds on invoices								
Resolve AP holds								
Request additions, changes, or deletions of bank account information								
Manually release holds								
<b>Debit and Credit Memos</b>								
Record supplier credit memos								
Record debit memos								
<b>Suppliers</b>								
Enter supplier maintenance forms								
Ensure the accuracy of the supplier database								
Maintain the supplier database								
Update supplier site information in the database								
Process corrections to the records of 1099 suppliers in the supplier database								
<b>Payments</b>								
Enter prepayments								
Enter payment batches								
Enter check requests								
Enter manual checks								
Record stop and void payments								
Release stop payments								
Locate and void missing checks								
<b>Purge</b>								
Enter purge data								
Confirm purge data								

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		Proficiency						
<b>1099 Reporting</b>								
Ensure that all 1099 suppliers receive their IRS 1099-MISC forms prior to all deadlines								
Ensure that the 1099 classification assigned to each supplier is correct								
Process corrections to the records of 1099 suppliers in the supplier database								
<b>Resolving Errors</b>								
Correct account distribution errors								
<b>Period End</b>								
Ensure all transactions are entered to process and reconcile period end.								
<b>Assigning Work</b>								
Give Information to be entered to the Systems Accountant								
<b>Defining Items</b>								
Define distribution sets								